



Missouri Department of Elementary and Secondary Education

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May 31, 2005

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WITH YOUR HUMAN RESOURCES STAFF**

TO: School Administrators

FROM: Rusty Rosenkoetter, Director
Educator Certification

SUBJECT: School Bus Driver Fingerprinting – June 15, 2005
Use of Web Application for All New Hires

Beginning June 15, 2005, responsibility for obtaining fingerprints for school bus drivers has been transferred from the Department of Revenue to local school districts and DESE. This means that all school bus drivers, those employed by the school district and those contracted with a bus company, are required to have fingerprints submitted to DESE, as are all new employees hired by school districts after January 1, 2005, who have contact with students.

Bus drivers from a contracted agency should obtain fingerprint cards from the school district or contractor; however, the school district should submit the information on DESE's web-site and mail the cards (along with a print out of data or a cover letter) to DESE. This will ensure that the data is returned to the appropriate school district. The Department of Revenue will no longer require fingerprinting as part of a school bus driver's license requirements.

Districts MUST enter the fingerprint request on our web-site at <http://dese.mo.gov/> under the button at the bottom, left side, "Web Application Login." This is the place where substitute teaching certificates and ALL FINGERPRINT REQUESTS are entered. If you need assistance with entering data, please contact our office at 573/751-0051 or 573/751-3847. If you need a user identification password, please contact Steve White at 573/751-2645.

The Missouri State Highway Patrol has selected Identix as the company that will be collecting fingerprints for Missouri educators and other licensure applicants beginning in July-August. There will be numerous locations around the state where fingerprints can be collected daily and locations where the services can be obtained only on certain weekdays. The timeframe for the new, electronic submission system is only two days! Turn-around time from the Missouri Highway Patrol and FBI is estimated at 10-14 days – instead of the current two-three months. While there will be an additional fee of \$12.95 for the new service, we believe that the faster service is well worth the cost.

Additional information will soon be available concerning locations, procedures, and telephone/on-line registration process for the Missouri Applicant Processing Services (MOAPS). Districts will continue to submit the names/addresses of new hires requiring fingerprints on the DESE web-site.